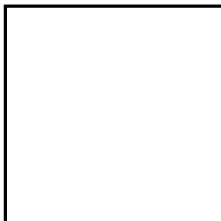


FILED : Reg. & Mgt.
RETURN TO

RECORDS SERVICES DIVISION

25 March 1951

MEMORANDUM FOR:



SUBJECT: MIS Work in the DB/I Area.

1. [] and I have discussed some problems today involving coordination between MIS and the DB/I Area, and are of the opinion that we should provide for the following:

a. Copies of all proposed project sheets on DB/I jobs go to []

b. Staff studies evidencing project completion should be reviewed by [] immediately prior to transmittal of final copy to office concerned. This will avoid surprise to [] and will enable us to profit by his counsel. A copy of the staff study should be left with him following his review. We can take care of his briefing and the routing and handling of copies by having each of you work closely with me at the point of completion.

c. I have agreed to have copies of all project sheets now in force prepared for []

d. I have also agreed to gather together material for briefing [] on what we have been doing of late. I will contact you individually in this regard, if necessary.

e. Project proposals in the DB/I Area should be prepared in original and three copies. [] will effect distribution.

2. If I hear nothing from you in this regard, may I assume that you are in agreement and desire to offer no comments?

